

New Equipment Information

Please complete this form on each piece of new equipment you receive and send to General Services as soon as possible. Thank you.

DIVISION _____ PRIMARY USER _____

ITEM DESCRIPTION _____

MODEL NUMBER _____

SERIAL NUMBER _____

MANUFACTURER _____

DATE RECEIVED _____

PO NUMBER _____

REQUISITION NUMBER _____

COST _____

To be filled in by General Services:

PROPERTY NUMBER Ala-2- _____

BARCODE NUMBER _____ ☐ BLUE ☐ GREEN ☐ YELLOW